|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Project\_ID **(Internal Use Only)** |  | | Project Title | As named by the Applicant | | Application Date: | DD/MM/2024 |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA COMMUNITY FIREGUARD PROGRAM**  **Attn: FRIAA Administrator**  **Telephone: 780-429-5873**  **Submission Portal:**  [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Request for Proposal - Application Form & Template**  **FRIAA-CFP AUGUST 2024** | | | | | | | | | |
| **Applicant Information** | | | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: |  | | |
| Mailing Address: | |  | | | | Fax: |  | | |
| Authorized Representative (name and title of signing authority) | |  | | | | Email: |  | | |
| Project Manager (name and organization / company) | |  | | | | Phone: |  | | |
| Email: |  | | |
| **COMMUNITY FIREGUARD PROGRAM** - **Project Information** | | | | | | | | | |
| **Description of Eligible Activity** | | | | | **Term of Project** | | | **Amount of Funding Applied for** | |
| **Phase 2**: Construction (Clearing costs expected to be incurred BY March 31, 2025) | | | | | (month/year to month/year) | | | $ | |
| **Phase 2**: Construction (Clearing costs expected to be incurred AFTER March 31, 2025, to complete all construction work, funding may not be available at this time) | | | | | (month/year to month/year) | | | $ | |
| **Phase 3**: Grazing Site Preparation (cost estimate, funding is not available at this time) | | | | | (month/year to month/year) | | | $ | |
| Total Project Cost Estimate: | | | | |  | | | $ | |
| **Acknowledged by Applicant** | | | | | | | | | |
| 🞏 Band Council Resolution (attached for applications from Alberta First Nations)  🞏 Settlement Council Resolution (attached for applications from Métis Settlements) or President Letter for Métis Co-operative/Enterprise/Local  🞏 Municipality Council Resolution (attached for applications from Municipalities) | | | | | | | | | |
| The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the Community Fireguard Program (the “**Program**”), the Request for Proposals (the “**RFP**”) and Program Outline, and the FRIAA Community Fireguard Project Grant Agreement (the “**PGA**”) and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA’s policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA’s Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein. | | | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | **Date** | | | | |  |

*\*Please replace all red text with information relevant to your application\**

# Project Overview

Briefly describe the Phase 2: Fireguard/Fuel Break Construction under this RFP.

# Project Area

Describe the adjacent community(ies) and geographic area to be covered by the project and include an overview map for the planned area(s), clearly identifying the proposed fire guard boundaries.

Insert or append a map(s) of the proposed project area(s) with sufficient detail to clearly delineate the specific project boundaries and any impacted lands

(approximately 1:5,000 map scale.)

Aerial imagery may enhance your mapping.

# Project Description

## Describe your approach and project work plan

* + - * 1. Project approach

Describe the detailed approach for Phase 2 of the proposed project, including clearing, salvage wood contracts with mills, debris disposal, and proposed equipment (e.g., feller buncher, mulcher).

* + - * 1. Chronological work plan and timeline

Provide a chronological work plan and timeline for Phase 2. Provide additional information for Phase 3 if known, including major tasks, milestones, dependencies, start/end dates, and deliverables.

* + - * 1. Describe authorizations to conduct the proposed work

Describe permits, licences or authorizations acquired under Phase 1 to undertake the proposed project. If any required permits, licences, and authorizations are still outstanding, provide the timeline and budget to complete these processes.

## describe stakeholder involvement

Describe how the community and stakeholders will be involved in the project. Describe the impacts on other resources or land users. Describe the communication milestones planned for the proposed project, detailing the sequence, timing and duration of related activities.

## describe the involvement of the Wildfire Management Branch

Demonstrate the regional Wildfire Management Branch approval for the proposed fireguard plan.

## describe the involvement of the public lands Branch

Demonstrate the regional Public Lands Branch approval for the proposed project regarding the feasibility of grazing livestock.

## description of project management

Describe the project management processes in place to ensure that the Project is completed safely, on time, including the measures in place for quality control (e.g., regulatory approvals, communications, data), cost control/tracking, and adequate reporting to FRIAA. Identify the person(s) responsible by name or role.

## description of anticipated project outcomes.

Describe the anticipated Project outcomes in terms of measurable results. Additional required deliverables are outlined in the RFP. Quantify specific outcomes (e.g., number of hectares cleared for the fireguard and if applicable, what kind/how many livestock are expected to graze on-site).

# Budget, Reporting and Payment Schedules

## describe project budget and funding request

Describe the project budget and the funding requested from FRIAA for Phase 2 and 3, by fiscal year. Provide sufficient detail (e.g. unit costs and estimated number of units).

Indicate if a dedicated project manager will be contracted (recommended) or if internal resources will be utilized.

## Detailed project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Phase 2** | **Land Clearing** |  |  |  |  |
|  | Project management (Contract) | x.x | hour | $ x.x | $ x.x |
| Boundary layout | x.x | contract | $ x.x | $ x.x |
| vegetation removal (harvesting) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (mulching) | x.x | hectare | $ x.x | $ x.x |
| debris disposal (pile burning) | x.x | pile | $ x.x | $ x.x |
| communications | x.x | hour | $ x.x | $ x.x |
| safety | x.x | hour | $ x.x | $ x.x |
| GPS / GIS mapping | x.x | hour | $ x.x | $ x.x |
|  | FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
| **Merchantable Timber Revenue** | Expected revenue from sale of timber or biomass (revenue returned to project budget) |  |  |  | -$ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Phase 3** | **Grazing Site Preparation** |  |  |  |  |
| (Funding for Phase 3 is not available with this application. Cost estimate only.) | Project management (contract) | x.x | hour | $ x.x | $ x.x |
| seeding | x.x | hectare | $ x.x | $ x.x |
| stumping/grubbing | x.x | hectare | $ x.x | $ x.x |
| Debris disposal (stump/pile burning) | x.x | pile | $ x.x | $ x.x |
| water dugout | x.x | each/hr | $ x.x | $ x.x |
| livestock staging area | x.x | each/hr | $ x.x | $ x.x |
| access / approaches | x.x | each/hr | $ x.x | $ x.x |
| fencing materials | x.x | each | $ x.x | $ x.x |
| fencing installation | x.x | each/hr | $ x.x | $ x.x |
| gate / cattle guard materials | x.x | each | $ x.x | $ x.x |
| gate/cattle guard installation | x.x | each/hr | $ x.x | $ x.x |
| approved seed mix | x.x | each/kg | $ x.x | $ x.x |
| safety | x.x | hour | $ x.x | $ x.x |
| FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **In-kind Services** | Project Manager – in-house (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #2 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Supplies, tools | x.x | each | $ x.x | $ x.x |
|  | Vehicle | x.x | km | $ x.x | $ x.x |
|  | Applicant contribution |  |  |  | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |

## Describe other (non-friaa or in-kind) sources of funding

Describe and estimate the value of any non-FRIAA funding or in-kind resources that apply directly to the proposed activities. FRIAA funds must not be used for existing staff or resources of the applicant. In-kind contributions will be highly regarded.

Describe and quantify in dollars, the value of in-kind resources that will directly contribute to the activities proposed**.**

Projects that involve harvesting of merchantable timber or biomass may only claim incremental costs of harvesting activities. Describe how the merchantable fibre will be sold or allocated, and a clear process for determining the incremental logging costs that will be claimed as a project cost. **Revenue generated from the sale of timber or biomass must be returned to the project budget.**

## describe the local employment created by the proposed project

Describe the local employment created in terms of financial impact to local citizens or businesses.

## Progress reporting schedule

Propose as Progress Reporting schedule related to the work schedule and completion of project milestones.

At a minimum, Progress Reporting will be submitted to FRIAA 1) after project kick-off / when clearing work begins 2) monthly during clearing activities 3) at the completion of the clearing work indicating whether debris disposal has been completed or not and 4) at the completion of the Construction Phase (Final Outcomes Report).

## payment schedule

Propose a Payment Schedule for making grant payment claims, in conjunction with the proposed progress reporting schedule. Often financial reporting is timed in conjunction with the progress reporting schedule (Section 4.5). The submission of a financial report and supporting documentation is required to receive a grant payment, (with the exception of the first payment that may be made as an advance).

A minimum of 20% of the approved funding will be reserved until the submission of a Final Outcomes Report, with all supporting documentation and required deliverables.

# Additional Information

## Additional Information.

Include additional information that you believe is relevant and helpful in assessing this application for funding.